



Committee: Public Events and Celebrations

Date: Monday, August 11, 2014

Time: 6:30 PM

Location: Tewksbury Police Station

Members & Staff present: Cheryl Gay (Chairperson), David Gay, Susan Boucher, Lynne Decost, Jim Wentworth, MaryKate Little

Members not present: Erin Knyff and Elaine Krauss

The meeting was called to order at: 6:38 PM

- Meeting Minutes from the July 29, 2014 meeting were reviewed and approved at this meeting.

Fall Harvest Festival 2014

Location Livingston Recreation Center, Livingston Street, Tewksbury, MA - Sunday September 14th –

Reminder --PEC members please show up by 7 a.m.

- PEC Member – Elaine Krauss has been approved by the appropriate town officials to participate as an RN capacity at the First Aid Tent during this event.
- Letters and flyers were sent to merchants and vendors – Helen and Janine are notifying Cheryl Gay of vendors who will participate in the event as responses are received.
- Farmers Market merchants and vendors will receive a discounted table fee for the Fall Harvest Festival event as they pay a fee for the Farmers Market each weekend.
- Upon researching local Party vendors – PEC has decided that the Games, Rides and Rentals will be ascertained from “All About Fun” as this vendor offers kickback from rides and other options.
- PEC will not be utilizing “Coast to Coast”.
- PEC will purchase supplies for Girl Scouts if they do not charge for Face Painting at the event however, if they charge for Face Painting the town will waive the table fee.

Lessons Learned from Italian Festival – PEC Members – Cheryl Gay, David Gay, Susan Boucher

- Spray for bees prior to Fall Harvest Festival event.
- Locate Games in the field next to the Teen Center instead of behind in the back field for greater visibility and access.
- Ride access was delayed due to inclement weather conditions which delay inspection – PEC to plan accordingly.

Attendees Requested for Next Meeting

- **Jenny Welch** - to discuss safety concerns, parking and setup and suggestions as well as the possibility of expansion of the event to the other side of Livingston Street
- **Pat Holland** – to discuss the possibility of purchasing a TV to raffle off at the event
- **Edward Connerty** - to discuss organization of games and coordination volunteers

Confirmed/Updated Participants/Vendors/Merchants

- The Clay Lady
- Dance Expressions
- Approximately 15 vendors from Italian Fest to participate

Action Items

- **Lynne Decost** - to post event on a few recommended Crafter web sites
- **Jim Wentworth** - to price a TV from Paul's TV, confirm Dunk Tank will be run by the Redmen and follow-up with TMHS Drama Club – for the possibility of running a Tewksbury's Got Talent Show during the event
- **Cheryl Gay** - to follow-up with Tewksbury Greenery and Mahoney's for participation as well as Harvest Display and check in with Orange Leaf – Also, touch base with LuAnn Clement regarding cookie bakeoff and summarize vendors who have confirmed participation thus far, confirm Frisbee Dog participation, send link for Zombie Run/Walk to PEC Members, and lastly contact the Lowell Sun and Tewksbury Town Crier for event advertisement and possible flyer posting in the respective papers.

- **Erin Knyff** – to confirm Babe Ruth will attend the event
- **Susan Boucher** – to summarize games and rides – scheduling and coordination of games will be forthcoming
- **All PEC Members** – post event flyer on social media sites to get word out

Entertainment –

Motion made to have Cheerleader Boosters run the Corn Hole Tournament at the event made by Jim Wentworth and seconded by David Gay and passed by all PEC members present.

New Business

Zombie Walk/Run - Tewksbury Memorial High School, 320 Pleasant Street Tewksbury, MA 19 October
PEC Members to arrive at 7:00 a.m. in costume to serve pancake breakfast and run costume contest

\$5 for Breakfast and \$20 to register for Zombie Run

Christmas Tree Lighting Event 2014 – touch base with Dianne Giarusso

Victory Garden Vegetable Growing Contest planned for 2015 Fall Harvest Festival

Upcoming Meeting Schedule

19 August 2014 –	7:00 p.m. –	Town Hall (Pike House)
25 August 2014 –	6:30 p.m. –	Location TBD
2 September 2014 –	7:00 p.m. –	Town Hall (Pike House)
8 September 2014 –	7:00 p.m. –	Location TBD

Meeting adjourned @ 8:01 p.m.

Motion made to adjourn by David Gay; seconded Susan Boucher and passed by all.

List of Documents and Other Exhibits used at Meeting:

Agenda, Flyer from “All About Fun”.

Documents and Other Exhibits used at meeting will be available for review at: _____
(Office)

Next meeting:

Date: Tuesday, August 19, 2014 -

*Please see aforementioned Upcoming Meeting Schedule

Time: 7:00 PM

Place: TBD

Respectfully submitted,

Chairman: Cheryl Gay

Minutes approved by Committee on: 11 August 2014

(Date)